

TEMPORARY SIGN PERMIT APPLICATION FORM

Updated: March 2017

Permit # _____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Business / Organization Name: _____

Sign Location Address: _____

DESCRIPTION OF REQUEST

Purpose of sign: _____

Sign Face Dimensions: _____ Sign Face Area (one side only): _____

Height: _____ Date to be Installed: _____ Date to be Removed: _____

of Signs on property: _____ # of Driveways: _____ # of Street Frontages: _____

Property within 350 feet of I-35 ☐ Yes ☐ No Sign within site triangle ☐ Yes ☐ No

Sign Material: _____

AUTHORIZATION

I certify the truthfulness of all the information in and attached to this request. I understand that if any of the information provided is incorrect the permit may be revoked.

Applicant's Signature: _____ Date: _____

Printed Name: _____

TEMPORARY SIGN REQUIREMENT

SIGN AREA

- 96 square feet if within 350 feet of IH-35
- 12 square feet with within single or two-family residential use
- 32 square feet for all other uses
- Area is defined as the largest area of a sign visible at any one time from one point and enclosed by a single rectangle, including any framing or trim, but not including any structural parts lying outside the limits of the sign and which do not form an integral part of the display. Area is measured on only one side of double faced signs
- The area of a cylindrical or spherical shaped signs shall be the maximum area visible from any one point as measured across the diameter

NUMBER OF SIGNS

- 1 sign per street frontage in single, two-family and mobile home residential uses
- 1 sign per street frontage with a maximum of 2 signs per lot for all other uses

MAXIMUM DURATION

- Construction Signs: during the period of construction
- Real Estate Signs: during the period in which the subject property is for sale or lease
- All other Signs: 90 days

LOCATION STANDARDS:

- Signs on premises within a historic district must obtain a certificate of appropriateness issued by the Historic Preservation Commission
- No sign can be located on or project over public property or street right-of-way or a public utility easement (except governmental signs, subdivision identification signs, temporary banner signs in the Central Business Area)
- Signs must maintain a clearance of at least 8 feet when located over a public sidewalk and at least 12 feet when located over a driveway and shall extend no closer than 18 inches from the curb line of a public street (unless mounted flat on the surface of an existing awning or canopy or marquee)
- Sight Triangle: is defined as a triangle shaped area adjacent to the intersection of a driveway and a street formed by two lines measured a distance of 15 feet along the right-of-way line and edge of the driveway from their point of intersection and a third line connecting the ends of the two lines
- Clearance from electrical lines:
Service Lines – 5.5 feet horizontal and 6 feet vertical.
Distribution Lines – 7.5 feet horizontal and 8 feet vertical

THIS SUMMARY MAY NOT INCLUDE ALL REGULATIONS APPLICABLE TO TEMPORARY.

FOR MORE INFORMATION PLEASE CONTACT THE PLANNING & DEVELOPMENT SERVICES DEPARTMENT AT 512-805-2630